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15 August 1988

MEMORANDUM FOR: Chief, Physical and Area Security Group

FROM: 

Chief, Headquarters Security Division

SUBJECT: Headquarters Security Division Weekly Report  
(8 August - 15 August 1988)

During this reporting period the following significant events are reported for your information:

I. Significant Accomplishments/Activities:

- ° SPOs serving overseas in TDY status supporting special projects remains at

- ° The Badge Office badged 20 escorts converting from special escort to independent contractor status.

- ° SDO personnel responded to two employees needing medical attention. One employee had fallen down a flight of stairs and complained of back and leg pain and was released to the care of OMS. In another incident, a contract employee suffered an epileptic seizure and was transported to Fairfax County Hospital for treatment.

- ° HSD personnel were given a tour of NSA's Security Operations Center, including a frank discussion of equipment, problems, and operational solutions.

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- ° SDO personnel provided support and guidance to Agency employees inconvenienced by the closing of Interstate 495 on Friday, 12 August. The SDO's advised employees of the area's road conditions and ensured that the cafeteria remained open to serve the employees' needs.

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- ° SPS Recruiting Section reviewed 39 PHS's and resumes, 37 of which were recommended for continued processing, and interviewed 17 candidates, 14 of which were recommended for additional processing.

## II. Critical Issues:

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- ° Chief, Badge Office is in the process of reviewing the office's personnel requirements and assets in anticipation of the upcoming departure of the summer and intermittent employees. Coordination is in process with the Escort Section in order to assign escorts to the Badge Office.

## III. Planned Activities:

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- ° SDO personnel will continue the four week in-service training of the new SDOs.
- ° The Badge Office will badge approximately  staff and contract employees on Wednesday, 17 August 1988.

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- ° SPS is planning for the establishment of authority and jurisdiction at the various Agency facilities.

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